

## PART II – POLICE DIVISION

SECTION 1. The normal pattern of work within the Police Division is a three shift system. The day shift is from 0700 to 1530, the swing shift from 1500 to 2330 and the graveyard shift 2300 to 0730. Employees are free from all duty obligations (except those of an emergency nature) during their scheduled one-half hour lunch period.

SECTION 2. The Employer retains the right to adjust the work week. Whenever a change in the work week currently in effect is necessary, the Employer will consult/negotiate with the Union prior to making such change.

SECTION 3. The Employer retains the right to assign employees. However, in order to give consideration to the wishes of the employees as to shift assignments, the Employer will use the following system to make selections for change in shift assignments:

a. Vacancies on shifts will be filled with first consideration given to the senior employees of the department. All shift changes are approved by the Employer. New employees normally will be assigned to the day shift for up to sixty (60) calendar days for training and indoctrination before being assigned to the graveyard shift.

b. In the case of involuntary shift changes, primary consideration will be given to changing the shift of the least senior employees.

c. Employees who change shifts will be assigned the days off from among those remaining days off available on the shifts.

SECTION 4. In the Police Division, work performed on Sunday, when Sunday is a regularly scheduled work day, is compensated for by payment as an established differential for Sunday work. If more employees want Sunday work than are required for staffing, then seniority within each grade level will determine those assigned to Sunday shifts. If less than the number required to man the shift want Sunday work, then the shift compliment will be met by assigning the employees with the least seniority. When an employee is reassigned from a Sunday shift at his/her request, he/she will be placed at the bottom of the seniority list for reassignment back to Sunday work.

SECTION 5. In the Police Division, days from which an employee may choose to schedule his/her days off will be specified by the Employer. Certain positions, such as traffic control positions, will have specified days off.

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